

## USAF FUNDED SORTIE AUTHORIZATION PROCEDURE

Per CAP-USAF regulations, I am as the Wing Training Officer responsible to receive from CAP-USAF Liaison Office written approval for all air and ground sorties to be flown or driven under CAP-USAF funded SAREX/DR exercises (e.g. TN-04-CT-09.) Without a written prior authorization, you and your crew will NOT receive CAP and USAF Liability and Tort protection, as well as G-9 death benefits.

To facilitate and orderly process which hopefully is foolproof, after you have received a tasking assignment from either me or my designee, you will email the following information for each sortie at least 48 hours prior to the planned sortie (you may have two distinct sorties planned back to back) at [jshapiro@ctwg.cap.gov](mailto:jshapiro@ctwg.cap.gov) or [jackshapiro@cox.net](mailto:jackshapiro@cox.net) . I suggest that you also provide a secondary and tertiary date in order to avoid having to get a sortie authorization modification:

Sortie Date(s): \_\_\_\_\_

Names of all crewmembers/ground team members: \_\_\_\_\_

\_\_\_\_\_

Tail Number/Vehicle ID number: \_\_\_\_\_

Tasking (Sortie) purpose (in one or two simple sentences):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Mission Symbol (which in most cases will be A-5): \_\_\_\_\_

I will email you back the written approval from the CAP-USAF LO. Without this written approval, you are NOT authorized to fly or drive under the mission funding and protection.

Once you have received a written sortie(s) authorization approval, you need to notify the CAP-USAF LO of any modification to the information above prior to your approved sortie(s). This can be done by calling the LO at (781) 377-3575 and leaving a voice message as it pertains to the modification.

Sorry about this additional procedure but in reality I think it took much longer to write this email then it will take you to follow the process.

Contact me should you have any questions.

Capt. Jack Shapiro  
CTWG Training Officer